Form 9041, Application/Registration for Electronic/Magnetic Media Filing of Business Returns
Instructions for 94x XML Applicants

These instructions were based on communication exchanged between personnel from the IRS Electronic Tax Administration (ETA) and the Austin Submission Processing Center (AUSPC). Below is helpful information for business trading partners in filling out questionable areas on the Form 9041 and where and how the Form should be submitted. Keep in mind, this 9041 form is currently under review by the IRS and will be folded into the 8633 Application to Participate in the IRS e-file Program at some point in the future. In the interim, 94x XML trading partners will need to follow these instructions to obtain ETINs, Passwords and PINs (for Reporting Agents) for 'transmission level' identification and in the case of PINs, for signature identification.

Helpful Hints for filling out the Form:

1. The trading partner should write "94x XML" and include the specific role(s) that they will be participating at the top of the application. The roles related to this application include the "Software Developer, Reporting Agent, Transmitter" or a combination of them. Reporting Agents will also need to:
    - Complete a Form 8633 application and send it to Andover to obtain an Electronic Filer Identification Number (EFIN); call (866) 255-0654 for more information.
    - Complete Form 8655 to obtain signature authorization from each client; call (866) 255-0654 for more information.
    - Send the completed Form 8655 and Agent List to Austin along with the completed Form 9041.
2. For line item 2, please check the blank "Form" box and write in "94x XML" as the form type.
3. For line item 4:
    - Questions "a" and "b", please answer accordingly.
    - Question "c", please check the "modem" box.
    - Question "d", under the "Both?" check box, please add a box called "XML" and check it.
4. For line 5, if you are acting strictly as a Reporting Agent and require a PIN/ETIN for signature purposes, please indicate what software company you intend to use for transmitting 94x XML returns to the IRS.

Submitting the Forms:

1. To expedite the processing of your application, please fax it to the AUSPC at the following fax # (512) 460-8962.

2. Please follow up by sending the original form with signatures to the following Austin address:

   Internal Revenue Service
   Austin Submission Processing Center
   Attention: EFU, Stop 6380
   P.O. Box 1231
   Austin, TX 78767
   Phone: (866) 255-0654